SELF INSPECTION CHECK LISTS

These check lists are by no means all-inclusive. You should add to them or delete portions or items that do not apply to your operations; however, carefully consider each item as you come to it and then make your decision. You also will need to refer to OSHA standards for complete and specific standards that may apply to your work situation.

NOTE:

These check lists are typical for **general industry** but not for construction or maritime.

EMPLOYER POSTING

Is the required OSHA workplace poster displayed in **a** prominent location where all employees are likely to see it?

Are emergency telephone numbers posted where they can be readily found in case of emergency?

Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records and 'Material Safety Data Sheets" been posted or otherwise made readily available to affected employees?

Are signs concerning "Exiting from buildings," room capacities, floor loading, biohazards, exposures to x-ray, microwave, or other harmful radiation or substances posted where appropriate?

Is the Summary of Occupational Illnesses and Injuries (OSHA Form 200) posted in the month of February?

RECORD KEEPING

Are all occupational injury or illnesses, except minor injuries requiring only first aid, being recorded as required on the OSHA 200 log?

Are employee medical records and records of employee exposure to hazardous substances **or** harmful physical agents up-to-date and in compliance with current OSHA standards?

Are employee training records kept and accessible for review by employees, when required by OSHA standards?

Have arrangements been made to maintain required records for the legal period of time for each specific type record? (Some records must be maintained for at least 40 years.)

Are operating permits and records up-to-date for such items as elevators, air pressure tanks, and liquefied petroleum gas tanks?

SAFETY AND HEALTH PROGRAM

Do you have an active safety and health program in operation that deals with general safety and health program elements as well as the management of hazards specific to your worksite?

Is one person clearly responsible for the overall activities of the safety and health program?

Do you have a safety committee or group made up of management and labor representatives that meets regularly and report in writing on its activities?

Do you have a working procedure for handling in-house employee complaints regarding safety and health?

Are you keeping your employees advised of the successful effort and accomplishments you and/or your safety committee have made in assuring they will have a workplace that is safe and healthful?

Have you considered incentives for employees or workgroups who have excelled in reducing workplace injury/illnesses?

MEDICAL SERVICES AND FIRST AID

Is there a hospital, clinic, or infirmary for medical care in proximity of your workplace?

If medical and first-aid facilities are not in proximity of your workplace, is at least one employee on each shift currently qualified to render first aid?

Have all employees who are expected to respond to medical emergencies as part of their work.

(I) received first-aid training;

(2) had hepatitis B vaccination made available to them;

(3) had appropriate training on procedures to protect them from bloodbome pathogens, including universal precautions; and

(4) have available and understand how to use appropriate personal protective equipment to protect against exposure to bloodbome diseases?

Where employees have had an exposure incident involving bloodbome pathogens, did you provide an immediate post-exposure medical evaluation and followup?

Are medical personnel readily available for advice and consultation on matters of employees' health?

Are emergency phone numbers posted?

Are first-aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?

Have first-aid kit supplies been approved by a physician, indicating that they are adequate for a particular area or operation?

Are means provided for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?

Pursuant to an OSHA memorandum of July 1, 1992, employers who render first aid only as a collateral duty do not have to be offered pre-exposure Hepatitis B vaccine only if the employer puts the follow* requirements into his/her exposure control plan and implements them: (I) the employer must record all first-aid incidents involving the presence of blood or other potentially infectious materials before the end of the work shift during which the first-aid incident occurred; (2) the employer must comply with post-exposure evaluation, prophylaxis, and follow-up requirements of the standard with respect to "exposure incidents," as defined by the standard, (3) the employer must train designated first-aid providers about the reporting procedure; and (4) the employer must offer to initiate the hepatitis B vaccination series within 24 hours to all unvaccinated first-aid providers who have rendered assistance in any situation involving the presence of blood or other potentially infectious materials.

FIRE PROTECTION

Is your local fire department well acquainted with your facilities, its location and specific hazards?

If you have a fire alarm system, is it certified as required?

If you have a fire alarm system, is it tested at least annually?

If you have interior stand pipes and valves, are they inspected regularly?

If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule?

Are fire doors and shutters in good operating condition?

Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?

Are fire door and shutter fusible links in place?

Are automatic sprinkler system water control valves, air and water pressure checked weekly/ periodically as required?

Is the maintenance of automatic sprinkler systems assigned to responsible persons or to a sprinkler contractor?

Are sprinkler heads protected by metal guards, when exposed to physical damage?

Is proper clearance maintained below sprinkler heads?

Are portable fire extinguishers provided in adequate number and type?

Are fire extinguishers mounted in readily accessible locations?

Are fire extinguishers recharged regularly and noted on the inspection tag?

Are employees periodically instructed in the use of extinguishers and fire protection procedures?

PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

Are employers assessing the workplace to determine if hazards that require the use of personal protective equipment (e.g. head, eye, face, hand, or foot protection) are present or are likely to be present?

If hazards or the likelihood of hazards are found, are employers selecting and having affected employees use properly fitted personal protective equipment suitable for protection from these hazards?

Has the employer been trained on ppe procedures, i.e. what ppe is necessary for a job tasks, when they need it, and how to properly adjust it?

Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive

materials?

Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?

Are employees who need collective lenses (glasses or contacts) in working environments having harmful exposures, required to wear *only* approved safety glasses, protective goggles, or use other medically approved precautionary procedures?

Are protective gloves, aprons, shields, or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials? See 29 CFR 1910.1030(b) for the definition of "other potentially infectious materials."

Are hard hats provided and worn where danger of falling objects exists?

Are hard hats inspected periodically for damage to the shell and suspension system?

Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions?

Are approved respirators provided for regular or emergency use where needed?

Is all protective equipment maintained in a sanitary condition and ready for use?

Do you have eye wash facilities and a quick Drench Shower within the work area where employees are exposed to injurious corrosive materials?

Where special equipment is needed for electrical workers, is it available?

Where food or beverages are consumed on the premises, are they consumed in areas where there is no exposure to toxic material, blood, or other potentially infectious materials?

Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the OSHA noise standard?

Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?

Are there appropriate procedures in place for disposing of or decontaminating personal protective equipment contaminated with, or reasonably anticipated to be contaminated with, blood or other potentially infectious materials?

GENERAL WORK ENVIRONMENT

Are all worksites clean, sanitary, and orderly?

Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?

Are all spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned up immediately and according to proper procedures?

Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?

Is all regulated waste, as defined in the OSHA bloodborne pathogens standard (29 CFR 1910.1030), discarded according to federal, state, and local regulations?

Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings, etc.?

Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?

Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?

Are covered metal waste cans used for oily and paint soaked waste?

Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?

Are paint spray booths, dip tanks, etc., cleaned regularly?

Are the minimum number of toilets and washing facilities provided?

Are all toilets and washing facilities clean and sanitary?

Are all work areas adequately illuminated?

Are pits and floor openings covered or otherwise guarded?

Have all confined spaces been evaluated for compliance with 29 CFR 1910.146?

WALKWAYS

Are aisles and passageways kept clear?

Are aisles and walkways marked as appropriate?

Are wet surfaces covered with non-slip materials?

Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?

Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?

Are materials or equipment stored in such a way that sharp projectives will not interfere with the walkway?

Are spilled materials cleaned up immediately?

Are changes of direction or elevations readily identifiable?

Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?

Is adequate headroom provided for the entire length of any aisle or walkway?

Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches (76.20 centimeters) above any adjacent floor or the ground?

Are bridges provided over conveyors and similar hazards?

FLOOR AND WALL OPENINGS

Are floor openings guarded by a cover, a guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?

Are toeboards installed around the edges of permanent floor opening (where persons may pass below the opening)?

Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds (90 kilograms)?

Is the glass in the windows, doors, glass walls, etc., which are subject to human impact, of sufficient thickness and type for the condition of use?

Are grates or similar type covers over floor openings such as floor drains of such design that foot traffic or rolling equipment will not be affected by the grate spacing?

Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?

Are manhole covers, trench covers and similar covers, plus their supports designed to carry a truck rear axle load of at least 20,000 pounds (9000 kilograms) when located in roadways and subject to vehicle traffic?

Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with a self-closing feature when appropriate?

STAIRS AND STAIRWAYS

Are standard stair rails or handrails on all stairways having four or more risers?

Are all stairways at least 22 inches (55.88 centimeters) wide?

Do stairs have landing platforms not less than 30 inches (76.20 centimeters) in the direction of travel and extend 22 inches (55.88 centimeters) in width at every 12 feet (3.6576 meters) or less of vertical rise?

Do stairs angle no more than 50 and no less than 30 degrees?

Are stairs of hollow-pan type treads and landings filled to the top edge of the pan with solid material?

Are step risers on stairs uniform from top to bottom?

Are steps on stairs and designed or provided with a surface that renders them slip resistant?

Are stairway handrails located between 30 (76.20 centimeters) and 34 inches (86.36 centimeters) above the leading edge of stair treads?

Do stairway handrails have at least 3 inches (7.62 centimeters) of clearance between the handrails and the wall or surface they are mounted on?

Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches (53.34 centimeters)?

Are stairway handrails capable of withstanding a load of 200 pounds (90 kilograms), applied within 2 inches (5.08 centimeters) of the top edge, in any downward or outward direction?

Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?

Do stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway?

Is the vertical distance between stairway landings limited to 12 feet (3.6576 centimeters) or less?

ELEVATED SURFACES

Are signs posted, when appropriate, showing the elevated surface load capacity?

Are surfaces elevated more than 30 inches (76.20 centimeters) above the floor or ground provided with standard guardrails?

Are all elevated surfaces (beneath which people or machinery could be exposed to failing objects) provided with standard 4-inch (IO. 16 centimeters) toeboards?

Is a permanent means of access and egress provided to elevated storage and work surfaces?

Is required headroom provided where necessary?

Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?

Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?

EXITING OR EGRESS

Are all exits marked with an exit sign and illuminated by a reliable light source?

Are the directions to exits, when not immediately apparent, marked with visible signs?

Are doors, passageways or stairways, that are neither exits nor access to exits, and which could be mistaken for exits, appropriately marked "NOT AN EXIT," "TO BASEMENT..... STOREROOM," etc.?

Are exit signs provided with the word "EXIT" in lettering at least 5 inches (12.70 centimeters) high and the stroke of the lettering at least 1/2-inch (1.2700 centimeters) wide?

Are exit doors side-hinged?

Are all exits kept free of obstructions?

Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would

increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?

Are there sufficient exits to permit prompt escape in case of emergency?

Are special precautions taken to protect employees during construction and repair operations?

Is the number of exits from each floor of a building and the number of exits from the building itself, appropriate for the building occupancy load?

Are exit stairways that are required to be separated from other parts of a building enclosed by at least 2-hour fire-resistive construction 'm buildings more than four stories in height, and not less than 1 -hour fire-resistive constructive elsewhere?

Where ramps are used as part of required exiting from a building, is the ramp slope limited to I foot (0.3048 meters) vertical and 12 feet (3.6576 meters) horizontal?

Where exiting will be through frameless glass doors, glass exit doors, or storm doors are the doors fully tempered and meet the safety requirements for human impact?

EXIT DOORS

Are doors that are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?

Are windows that could be mistaken for exit doors, made inaccessible by means of barriers or railings?

Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?

Is a revolving, sliding or overhead door prohibited from serving as a required exit door?

Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds (6.75 kilograms) or less in the direction of the exit traffic?

Are doors on cold storage rooms provided with an inside release mechanism which will release the latch and open the door even if it's padlocked or otherwise locked on the outside?

Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?

Are doors that swing in both directions and are located between rooms where there is frequent traffic, provided with viewing panels in each door?

PORTABLE LADDERS

Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached and moveable parts operating freely without binding or undue play?

Are non-slip safety feet provided on each ladder?

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Are non-slip safety feet provided on each metal or rang ladder?

Are ladder rungs and steps free of grease and oil?

Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?

Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?

Are employees instructed to face the ladder when ascending or descending?

Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?

Are employees instructed not to use the top step of ordinary stepladders as a step?

When portable rung ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3 feet (0.9144 meters) above the elevated surface?

Is it required that when portable rung or cleat type ladders are used, the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?

Are portable metal ladders legibly marked with signs reading "CAUTION" - Do Not Use Around Electrical Equipment" or equivalent wording?

Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?

Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?

Are metal ladders inspected for damage?

Are the rungs of ladders uniformly spaced at 12 inches, (30.48 centimeters) center to center?

HAND TOOLS AND EQUIPMENT

Are all tools and equipment (both company and employee owned) used by employees at their workplace in good condition?

Are hand tools such as chisels and punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?

Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?

Are worn or bent wrenches replaced regularly?

Are appropriate handles used on files and similar tools?

Are employees made aware of the hazards caused by faulty or improperly used hand tools?

Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment which might produce flying materials or be subject to breakage?

Are jacks checked periodically to ensure they are in good operating condition?

Are tool handles wedged tightly in the head of all tools?

Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?

Are tools stored in dry, secure location where they won't be tampered with?.

Is eye and face protection used when driving hardened or tempered spuds or nails?

PORTABLE (POWER OPERATED) TOOLS AND EQUIPMENT

Are grinders, saws and similar equipment provided with appropriate safety guards?

Are power tools used with the correct shield, guard, or attachment, recommended by the manufacturer?

Are portable circular saws equipped with guards above and below the base shoe?

Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?

Are rotating or moving parts of equipment guarded to prevent physical contact?

Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?

Are effective guards in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, and air compressors?

Are portable fans provided with full guards or screens having openings 1/2 inch (1.2700 centimeters) or less?

Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?

Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction?

Are pneumatic and hydraulic hoses on power operated tools checked regularly for deterioration or damage?

ABRASIVE WHEEL EQUIPMENT GRINDERS

Is the work rest used and kept adjusted to within I/8 inch (0.3175 centimeters) of the wheel?

Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4 inch (0.6350 centimeters) of the wheel?

Do side guards cover the spindle, nut, and flange and 75 percent of the wheel diameter?

Are bench and pedestal grinders permanently mounted?

Are goggles or face shields always worn when grinding?

Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?

Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or other permanent wiring method?

Does each grinder have an individual on and off control switch?

Is each electrically operated grinder effectively grounded?

Before new abrasive wheels are mounted, are they visually inspected and ring tested?

Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?

Are splash guards mounted on grinders that use coolant to prevent the coolant reaching employees?

Is cleanliness maintained around grinders?

POWDER-ACTUATED TOOLS

Are employees who operate powder-actuated tools trained in their use and carry a valid operators card?

Is each powder-actuated tool stored in its own locked container when not being used?

Is a sign at least 7 inches (17.78 centimeters) by 10 inches (25.40 centimeters) with bold face type reading "POWDER-ACTUATED TOOL IN USE" conspicuously posted when the tool is being used?

Are powder-actuated tools left unloaded until they are actually ready to be used?

Are powder-actuated tools inspected for obstructions or defects each day before use?

Do powder-actuated tool operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors?

MACHINE GUARDING

Is there a training program to instruct employees on safe methods of machine operation?

Is there adequate supervision to ensure that employees are following safe machine operating procedures?

Is there a regular program of safety inspection of machinery and equipment?

Is all machinery and equipment kept clean and properly maintained?

Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal?

Is equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in personal injury?

Is there a power shut-off switch within reach of the operator's position at each machine?

Can electric power to each machine be locked out for maintenance, repair, or security?

Are the noncurrent-carrying metal parts of electrically operated machines bonded and grounded?

Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?

Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?

Are all emergency stop buttons colored red?

Are all pulleys and belts that are within 7 feet (2.1336 meters) of the floor or working level properly guarded?

Are all moving chains and gears properly guarded?

Are splash guards mounted on machines that use coolant to prevent the coolant from reaching employees?

Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips, and sparks?

Are machinery guards secure and so arranged that they do not offer a hazard in their use?

If special handtools are used for placing and removing material, do they protect the operator's hands?

Are revolving drums, barrels, and containers required to be guarded by an enclosure that is interlocked with the drive mechanism, so that revolution cannot occur unless the guard enclosures is in place, so guarded?

Do arbors and mandrels have firm and secure bearings and are they free from play?

Are provisions made to prevent machines from automatically when power is restored after a power failure or shutdown?

Are machines constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed?

If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards utilized to protect operators and other workers from eye and body injury?

Are fan blades protected with a guard having openings no larger than 1/2 inch (1.2700 centimeters), when operating within 7 feet (2.1336 meters) of the floor?

Are saws used for ripping, equipped with anti-kick back devices and spreaders?

Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?

LOCKOUT/TAGOUT PROCEDURES

Is all machinery or equipment capable of movement, required to be de-energized or disengaged and locked-out during cleaning, servicing, adjusting or setting up operations, whenever required?

Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:

Are the appropriate electrical enclosures identified?

Is means provided to assure the control circuit can also be disconnected and locked-out?

Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?

Are all equipment control valve handles provided with a means for locking-out?

Does the lock-out procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked-out for repairs?

Are appropriate employees provided with individually keyed personal safety locks?

Are employees required to keep personal control of their key(s) while they have safety locks in use?

Is it required that only the employee exposed to the hazard, place or remove the safety lock?

Is it required that employees check the safety of the lock-out by attempting a start-up after making sure no one is exposed?

Are employees instructed to always push the control circuit stop button immediately after checking the safety of the lock-out?

Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags?

Are a sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?

When machine operations, configuration or size requires the operator to leave his or her control station to install tools or perform other operations, and that part of the machine could move if accidentally activated, is such element required to be separately locked or blocked out?

In the event that equipment or lines cannot be shut down, locked-out and tagged, is a safe job procedure established and rigidly followed?

WELDING, CUTTING AND BRAZING

Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?

Does each operator have a copy of the appropriate operating instructions and are they directed to follow them?

Are compressed gas cylinders regularly- examined for obvious signs of defects, deep rusting, or leakage?

Is care used in handling and storing cylinders, safety valves, and relief valves to prevent damage?

Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch?

Are only approved apparatus (torches, regulators, pressure reducing valves, acetylene generators, manifolds) used?

Are cylinders kept away from sources of heat?

Are the cylinders kept away from elevators, stairs, or gangways?

Is it prohibited to use cylinders as rollers or supports?

Are empty cylinders appropriately marked and their valves closed?

Are signs reading: DANGER-NO SMOKING, MATCHES, OR OPEN LIGHTS, or the equivalent, posted?

Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus kept free of oily or greasy substances?

Is care taken not to drop or strike cylinders?

Unless secured on special trucks, are regulators removed and valve-protection caps put in place before moving cylinders?

Do cylinders without fixed hand wheels have keys, handles, or non-adjustable wrenches on stem valves when in service?

Are liquefied gases stored and shipped valve-end up with valve covers in place?

Are provisions made to never crack a fuel gas cylinder valve near sources of ignition?

Before a regulator is removed, is the valve closed and gas released from the regulator?

Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose?

Are pressure-reducing regulators used only for the gas and pressures for which they are intended?

Is open circuit (No Load) voltage of arc welding and cutting machines as low as possible and not in excess of the recommended limits?

Under wet conditions, are automatic controls for reducing no load voltage used?

Is grounding of the machine frame and safety ground connections of portable machines checked periodically?

Are electrodes removed from the holders when not in use?

Is it required that electric power to the welder be shut off when no one is in attendance?

Is suitable fire extinguishing equipment available for immediate use?

Is the welder forbidden to coil or loop welding electrode cable around his body?

Are wet machines thoroughly dried and tested before being used?

Are work and electrode lead cables frequently inspected for wear and damage, and replaced when needed?

Do means for connecting cable lengths have adequate insulation?

When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?

Are fire watchers assigned when welding or cutting is performed in locations where a serious fire might develop?

Are combustible floors kept wet, covered by damp sand, or protected by fire-resistant shields?

When floors are wet down, are personnel protected from possible electrical shock?

When welding is done on metal walls, are precautions taken to protect combustibles on the other side?

Before hot work is begun, are used drums, barrels, tanks, and other containers so thoroughly cleaned that no substances remain that could explode, ignite, or produce toxic vapors?

Is it required that eye protection helmets, hand shields and goggles meet appropriate standards?

Are employees exposed to the hazards created by welding, cutting, or brazing operations protected with personal protective equipment and clothing?

Is a check made for adequate ventilation in and where welding or cutting is performed?

When working 'm confined places, are environmental monitoring tests taken and means provided for quick removal of welders in case of an emergency?

COMPRESSORS AND COMPRESSED AIR

Are compressors equipped with pressure relief valves, and pressure gauges?

Are compressor air intakes installed and equipped so as to ensure that only clean uncontaminated air enters the compressor?

Are air filters installed on the compressor intake?

Are compressors operated and lubricated in accordance with the manufacturer's recommendations?

Are safety devices on compressed air systems checked frequently?

Before any repair work is done on the pressure system of a compressor, is the pressure bled off and the system locked-out?

Are signs posted to warn of the automatic starting feature of the compressors?

Is the belt drive system totally enclosed to provide protection for the front, back, top, and sides?

Is it strictly prohibited to direct compressed air towards a person?

Are employees prohibited from using highly compressed air for cleaning purposes?

If compressed air is used for cleaning off clothing, is the pressure reduced to less than 10 psi?

When using compressed air for cleaning, do employees wear protective chip guarding and personal protective equipment?

Are safety chains or other suitable locking devices used at couplings of high pressure hose lines where a connection failure would create a hazard?

Before compressed air is used to empty containers of liquid, is the safe working pressure of the container checked?

When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?

When compressed air is used to inflate auto ties, is a clip-on chuck and an in-line regulator preset to 40 psi required?

Is it prohibited to use compressed air to clean up or move combustible dust if such action could cause the dust to be suspended in the air and cause a fire or explosion hazard?

COMPRESSORS AIR RECEIVERS

Is every receiver equipped with a pressure gauge and with one or more automatic, spring-loaded safety valves?

Is the total relieving capacity of the safety valve capable of preventing pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10 percent?

Is every air receiver provided with a drain pipe and valve at the lowest point for the removal of accumulated oil and water?

Are compressed air receivers periodically drained of moisture and oil?

Are all safety valves tested frequently and at regular intervals to determine whether they are in good operating condition?

Is there a current operating permit used by the Division of Occupational Safety and Health?

Is the inlet of air receivers and piping systems kept free of accumulated oil and carbonaceous materials?

COMPRESSED GAS CYLINDERS

Are cylinders with a water weight capacity over 30 pounds (13.5 kilograms), equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve?

Are cylinders legibly marked to clearly identify the gas contained?

Are compressed gas cylinders stored in areas which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines?

Are cylinders located or stored in areas where they will not be damaged by passing or falling objects or subject to tampering by unauthorized persons?

Are cylinders stored or transported in a manner to prevent them from creating a hazard by tipping, falling or rolling?

Are cylinders containing liquefied fuel gas, stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder?

Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?

Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?

Are low pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render it unfit for service?

Does the periodic check of low pressure fuel-gas cylinders include a close inspection of the cylinders' bottom?

HOIST AND AUXILLARY EQUIPMENT

Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?

Will each hoist automatically stop and hold any load up to 125 percent of its rated load if its actuating force is removed?

Is the rated load of each hoist legibly marked and visible to the operator?

Are stops provided at the safe limits of travel for trolley hoist?

Are the controls of hoist plainly marked to indicate the direction of travel or motion?

Is each cage-controlled hoist equipped with an effective warning device?

Are close-fitting guards or other suitable devices installed on hoist to assure hoist ropes will be maintained in the sheave groves?

Are all hoist chains or ropes of sufficient length to handle the full range of movement of the application while still maintaining two full wraps on the drum at all times?

Are nip points or contact points between hoist ropes and sheaves which are permanently located within 7 feet (2.1336 meters) of the floor, ground or working platform, guarded?

Is it prohibited to use chains or rope slings that are kinked or twisted?

Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute, for a sling?

Is the operator instructed to avoid carrying loads over people?

INDUSTRIAL TRUCKS FORKLIFTS

Are only employees who have been trained in the proper use of hoists allowed to operate them?

Are only trained personnel allowed to operate industrial trucks?

Is substantial overhead protective equipment provided on high lift rider equipment?

Are the required lift truck operating rules posted and enforced?

Is directional lighting provided on each industrial truck that operates in an area with less than 2 foot candles per square foot of general lighting?

Does each industrial truck have a warning horn, whistle, gong, or other device which can be clearly heard above the normal noise in the areas where operated?

Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?

Will the indus trucks' parking brake effectively prevent the vehicle from moving when unattended?

Are industrial trucks operating in areas where flammable gases or vapors, or combustible dust or ignitable fibers may be present in the atmosphere, approved for such locations?

Are motorized hand and hand/rider trucks so designed that the brakes are applied, and power to the drive motor shuts off when the operator releases his or her grip on the device that controls the travel?

Are industrial trucks with internal combustion engine, operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentration of dangerous gases or fumes?

Are powered industrial trucks being safely operated?

SPRAYING OPERATIONS

Is adequate ventilation assured before spray operations are started?

Is mechanical ventilation provided when spraying operations are done in enclosed areas?

When mechanical ventilation is provided during spraying operations, is it so arranged that it will not circulate the contaminated air?

Is the spray area free of hot surfaces?

Is the spray area at least 20 feet (6.096 meters) from flames, sparks, operating electrical motors and other ignition sources?

Are portable lamps used to illuminate spray areas suitable for use in a hazardous location?

Is approved respiratory equipment provided and used when appropriate during spraying operations?

Do solvents used for cleaning have a flash point to 100 F or more?

Are fire control sprinkler heads kept clean?

Are "NO SMOKING" signs posted in spray areas, paint rooms, paint booths, and paint storage areas?

Is the spray area kept clean of combustible residue?

Are spray booths constructed of metal, masonry, or other substantial noncombustible material?

Are spray booth floors and baffles noncombustible and easily cleaned?

Is infrared drying apparatus kept out of the spray area during spraying operations?

Is the spray booth completely ventilated before using the drying apparatus?

Is the electric drying apparatus properly grounded?

Are lighting fixtures for spray booths located outside of the booth and the interior lighted through sealed clear panels?

Are the electric motors for exhaust fans placed outside booths or ducts?

Are belts and pulleys inside the booth fully enclosed?

Do ducts have access doors to allow cleaning?

Do all drying spaces have adequate ventilation?

ENTERING CONFINED SPACES

Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?

Are all lines to a confined space, containing inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated before entry?

Are all impellers, agitators, or other moving parts and equipment inside confined spaces locked-out if they present a hazard?

Is either natural or mechanical ventilation provided prior to confined space entry?

Are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances and explosive concentrations in the confined space before entry?

Is adequate illumination provided for the work to be performed in the confined space?

Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work?

Is there an assigned safety standby employee outside of the confined space, when required, whose sole responsibility is to watch the work 'm progress, sound an alarm if necessary, and render assistance?

Is the standby employee appropriately trained and equipped to handle an emergency?

Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any question as to the cause of an emergency?

Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?

Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection?

Before gas welding or burning is started in a confined space, are hoses checked for leaks, compressed gas bottles forbidden inside of the confined space, torches lightly only outside of the confined area and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?

If employees will be using oxygen consuming equipment such as salamanders, torches, and furnaces, in a confined space-is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?

Whenever combustion-type equipment is used in a confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?

Is each confined space checked for decaying vegetation or animal matter which may produce methane?

Is the confined space checked for possible industrial waste which could contain toxic properties?

If the confined space is below the ground and near areas where motor vehicles will be operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?

ENVIRONMENTAL CONTROLS

Are all work areas properly illuminated?

Are employees instructed in proper first-aid and other emergency procedures?

Are hazardous substances, blood, and other potentially infectious materials identified, which may cause harm by inhalation, ingestion, or skin absorption or contact?

Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, caustics, etc.?

Is employee exposure to chemicals in the work place kept within acceptable levels?

Can a less harmful method or process be used?

Is the work area's Ventilation system appropriate for the work being performed?

Are spray painting operations done in spray rooms or booths equipped with an appropriate exhaust system?

Is employee exposure to welding fumes controlled by ventilation, use of respirators, exposure time, or other means?

Are welders and other workers nearby provided with flash shields during welding operations?

If forklifts and other vehicles are used in buildings or other enclosed areas, are the carbon monoxide levels kept below maximum acceptable concentration?

Has there been a determination that noise levels in the facilities are within acceptable levels?

Are steps being taken to use engineering controls to reduce excessive noise levels?

Are proper precautions being taken when handling asbestos and other fibrous materials?

Are caution labels and signs used to warn of hazardous substances (e.g., asbestos) and biohazards (e.g., bloodborne

pathogens)?

Are wet methods used, when practicable, to prevent the emission of airborne asbestos fibers, silica dust and similar hazardous materials?

Are engineering controls examined and maintained or replaced on a scheduled basis?

Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping dust?

Are grinders, saws, and other machines that produce respirable dusts vented to an industrial collector or central exhaust system?

Are all local exhaust ventilation systems designed and operating properly such as air flow and volume necessary for the application, ducts not plugged or belts slipping?

Is personal protective equipment provided, used and maintained wherever required?

Are there written standard operating procedures for the selection and use of respirators where needed?

Are restrooms and washrooms kept clean and sanitary?

Is all water provided for drinking, washing, and cooking potable?

Are all outlets for water not suitable for drinking clearly identified?

Are employees physical capacities assessed before being assigned to jobs requiring heavy work?

Are employees instructed in the proper manner of lifting heavy objects?

Where heat is a problem, have all fixed work areas been provided with spot cooling or air conditioning?

Are employees screened before assignment to areas of high heat to determine if their health condition might make them more susceptible to having an adverse reaction?

Are employees working on streets and roadways where they are exposed to the hazards of traffic, required to wear bright colored (traffic orange) warning vests?

Are exhaust stacks and air intakes so located that contaminated air will not be recirculated within a building or other enclosed area?

Is equipment producing ultraviolet radiation properly shielded?

Are universal precautions observed where occupational exposure to blood or other potentially infectious materials can occur and in all instances where differentiation of types of body fluids or potentially infectious materials is difficult or impossible?

FLAMMABLE AND COMBUSTIBLE MATERIALS

Are combustible scrap, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly?

Is proper storage practiced to minimize the risk of fire including spontaneous combustion?

Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?

Are all connections on drums and combustible liquid piping, vapor and liquid tight?

Are all flammable liquids kept in closed containers when not in use (e.g., parts cleaning tanks, pans, etc.)?

Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?

Do storage rooms for flammable and combustible liquids have explosion-proof lights?

Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?

Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?

Are "NO SMOKING" signs posted on liquified petroleum gas tanks?

Are liquified petroleum storage tanks guarded to prevent damage from vehicles?

Are all solvent wastes, and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?

Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?

Are firm separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?

Are fuel gas cylinders and oxygen cylinders separated by distance, and fire-resistant barriers, while in storage?

Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?

Class A Ordinary combustible material fires.

Class B Flammable liquid, gas or grease fires.

Class C Energized-electrical equipment fires.

Are appropriate, fire extinguishers mounted within 75 feet (2286 meters) of outside areas containing flammable liquids, and within 10 feet (3.048 meters) of any inside storage area for such materiaIs?

Are extinguishers free from obstructions or blockage?

Are all extinguishers serviced, maintained and I tagged **at** intervals not to exceed I year?

Are all extinguishers fully charged and in their designated places?

Where sprinkler systems are permanently installed, are the nozzle heads so directed or arranged that water will not be sprayed into operating electrical switch boards and equipment?

Are "NO SMOKING"' signs posted where appropriate in areas where flammable or combustible materials are used or stored?

Are safety cans used for dispensing flammable or combustible liquids at a point of use?

Are all spills of flammable or combustible liquids leaned up promptly?

Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?

Are storage tanks equipped with emergency venting that will relieve excessive internal pressure, caused by fire exposure?

Are "NO SMOKING" rules enforced in areas involving storage and use of hazardous materials?

HAZARDOUS CHEMICAL EXPOSURE

Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, etc.?

Are employees aware of the potential hazards involving various chemicals stored or used in the workplace such as acids, bases, caustics, epoxies, and phenols?

Is employee exposure to chemicals kept within acceptable levels?

Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?

Are all containers, such as vats, and storage tanks labeled as to their contents, e.g., "CAUSTICS"?

Are all employees required to use personal protective clothes and equipment when handling chemicals (gloves, eye protection, and respirators)?

Are flammable or toxic chemicals kept in closed containers when not in use?

Are chemical piping systems clearly marked as to their content?

Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipe lines, are adequate means readily available for neutralizing or disposing of spills or overflows and performed properly and safely?

Have standard operating procedures been established, and are they being followed when cleaning up chemical spills?

Where needed for emergency use, are respirators stored in a convenient, clean, and sanitary location?

Are respirators intended for emergency use adequate for the various uses for which they may be needed?

Are employees prohibited from eating in areas where hazardous chemicals are present?

Is personal protective equipment provided, used and maintained whenever necessary?

Are there written standard operating procedures for the selection and use of respirators where needed?

If you have a respirator protection program, are your employees instructed on the correct usage and limitations of the respirators? Are the respirators NIOSH-approved for this particular application? Are they regularly inspected and cleaned, sanitized and maintained?

If hazardous substances are used in your processes, do you have a medical or biological monitoring system in operation?

Are you familiar with the Threshold Limit Values or Permissible Exposure Limits of airborne contaminants and physical agents used in your workplace?

Have control procedures been instituted for hazardous materials, where appropriate, such as respirators, ventilation systems, and handling practices?

Whenever possible, are hazardous substances handled in properly designed and exhausted booths or similar locations?

Do you use general dilution or local exhaust ventilation systems to control dusts, vapors, gases, fumes, smoke, solvents or mists which may be generated in your workplace?

Is ventilation equipment provided for removal of contaminants from such operations as production grinding, buffing, spray painting, and/or vapor degreasing, and is it operating properly?

Do employees complain about dizziness, headaches, nausea, irritation, or other factors of discomfort when they use solvents or other chemicals?

Is there a dermatitis problem? Do employees complain about dryness, irritation, or sensitization of the skin?

Have you considered the use of an industrial hygienist or environmental health specialist to evaluate your operation?

If internal combustion engines are used, is carbon monoxide kept within acceptable levels?

Is vacuuming used, rather than blowing or sweeping dusts whenever possible for clean-up?

Are materials which give off toxic asphyxiant suffocating or anesthetic fumes, stored in remote or isolated locations when not in use?

HAZARDOUS SUBSTANCES COMMUNICATION

Is there a list of hazardous substances used in your workplace?

Is there a current written exposure control plan for occupational exposure to bloodborne pathogens and other potentially infectious materials, where applicable?

Is there a hazard communication program dealing with Material Safety Data Sheets (MSDS), labeling, and employee training?

Is each container for a hazardous substance (i.e., vats, bottles, storage tanks, etc.) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?

Is there a Material Safety Data Sheet readily available for each hazardous substance used?

Is there an employee training program for hazardous substances?

Does this program include:

An explanation of what an MSDS is and how to use and obtain one?

MSDS contents for each hazardous substance or class of substances?

Explanation of "Right to Know?"

Identification of where an employee can see the employers written hazard communication program and where hazardous substances are present in their work areas?

The physical and health hazards of substances in the work area, and specific protective measures to be used?

Details of the hazard communication program, including how to use the labeling system and MSDS's?

Does the employee training program on the bloodborne pathogens standard contain the following elements:

(1) an accessible copy of the standard and an explanation of its contents;

(2) a general explanation of the epidemiology and symptoms of bloodborne diseases;

(3) an explanation of the modes of transmission of bloodborne pathogens;

(4) an explanation of the employer's exposure control plan and the means by which employees can obtain a copy of the written plan;

(5) an explanation of the appropriate methods for recognizing tasks and the other activities that may involve exposure to blood and other potentially infectious materials,

(6) an explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;

(7) information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment;

(8) an explanation of the basis for selection of personal protective equipment;

(9) information on the hepatitis B vaccine;

(10) information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;

(11) an explanation of the procedure to follow if an exposure incident occurs, including the methods of reporting the incident and the medical follow-up that will be made available;

(12) information on post-exposure evaluations and follow-up; and

(13) an explanation of signs, labels, and color coding?

Are employees trained in the following:

How to recognize tasks that might result in occupational exposure?

How to use work practice and engineering controls and personal protective equipment and to know their limitations?

How to obtain information on the types, selection, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment?

Who to contact and what to do in an emergency?

ELECTRICAL

Do you specify compliance with OSHA for all contract electrical work?

Are all employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines?

Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?

When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked-out and tagged whenever possible?

Are portable electrical tools and equipment grounded or of the double insulated type?

Are electrical appliances such as vacuum cleaners, polishers, and vending machines grounded?

Do extension cords being used have a grounding conductor?

Are multiple plug adaptors prohibited?

Are ground-fault circuit interrupters installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed?

Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?

Do you have electrical installations in hazardous dust or vapor areas? If so, do they meet the National Electrical Code (NEC) for hazardous locations?

Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?

Are flexible cords and cables free of splices or taps?

Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place?

Are all cord, cable and raceway connections intact and secure?

In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?

Is the location of electrical power lines and cables (overhead, underground, underfloor, other side of walls) determined

before digging, drilling or similar work is begun?

Are metal measuring tapes, ropes, handlines or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors?

Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?

Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?

Are disconnecting means always opened before fuses are replaced?

Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?

Are all electrical raceways and enclosures securely fastened in place?

Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?

Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?

Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?

Are electrical enclosures such as switches, receptacles, and junction boxes, provided with tightfitting covers or plates?

Are disconnecting switches for electrical motors in excess of two horsepower, capable of opening the circuit when the motor is in a stalled condition, without exploding? (Switches must be horsepower rated equal to or in excess of the motor hp rating.)

Is low voltage protection provided in the control device of motors driving machines or equipment which could cause probable injury from inadvertent starting?

Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?

Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit within sight of the motor?

Is the controller for each motor in excess of two horsepower, rated in horsepower equal to or in excess of the rating of the motor it serves?

Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardiopulmonary resuscitation (CPR) methods?

Are employees prohibited from working alone on energized lines or equipment over 600 volts?

NOISE

Are there areas in the workplace where continuous noise levels exceed 85dBA?

Is there an ongoing preventive health program to educate employees in: safe levels of noise, exposures; effects of noise on their health; and the use of personal protection?

Have work areas where noise levels make voice communication between employees difficult been identified and posted?

Are noise levels being measured using a sound level meter or an octave band analyzer and are records being kept?

Have engineering controls been used to reduce excessive noise levels? Where engineering controls are determined not feasible, are administrative controls (i.e., worker rotation) being used to minimize individual employee exposure to noise?

Is approved hearing protective equipment (noise attenuating devices) available to every employee working in noisy areas?

Have you tried isolating noisy machinery from the rest of your operation?

If you use ear protectors, are employees properly fitted and instructed in their use?

Are employees in high noise areas given periodic audiometric testing to ensure that you have an effective hearing protection system?

FUELING

Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?

Are fueling operations done in such a manner that likelihood of spillage will be minimal?

When spillage occurs during fueling operations, is the spilled fuel washed away completely, evaporated, or other measures taken to control vapors before restarting the engine?

Are fuel tank caps replaced and secured before starting the engine?

In fueling operations, is there always metal contact between the container and the fuel tank?

Are fueling hoses of a type designed to handle the specific type of fuel?

Is it prohibited to handle or transfer gasoline in open containers?

Are open fights, open flames, sparking, or arcing equipment prohibited near fueling or transfer of fuel operations?

Is smoking prohibited in the vicinity of fueling operations?

Are fueling operators prohibited in buildings or other enclosed areas that are not specifically ventilated for this purpose?

Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type?

IDENTIFICATION OF PIPING SYSTEMS

When nonpotable water is piped through a facility, are outlets or taps posted to alert employees that it is unsafe and not to be used for drinking, washing or other personal use?

When hazardous substances are transported through above ground piping, is each pipeline identified at points where confusion could introduce hazards to employees?

When pipelines are identified by color painting, are all visible parts of the line so Identified?

When pipelines are identified by color painted bands or tapes, are the bands or tapes located at reasonable intervals and at each outlet valve or connection?

When pipelines are identified by color, is the color code posted at all locations where confusion could introduce hazards to employees?

When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve or outlet?

When pipelines carrying hazardous substances are identified by tags, are the tags constructed of durable materials, the message carried clearly and permanently distinguishable and are tags installed at each valve or outlet?

When pipelines are heated by electricity, steam or other external source, are suitable warning signs or tags placed at unions, valves, or other serviceable parts of the system?

MATERIAL HANDLING

Is there safe clearance for equipment through aisles and doorways?

Are aisleways designated, permanently marked, and kept clear to allow unhindered passage?

Are motorized vehicles and mechanized equipment inspected daily or prior to use?

Are vehicles shut off and brakes set prior to loading or unloading?

Are containers of combustibles or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability?

Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?

Are trucks and trailers secured from movement during loading and unloading operations?

Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?

Are hand trucks maintained in safe operating condition?

Are chutes equipped with sideboards of sufficient height to prevent the materials being handled from failing off?

Are chutes and gravity roller sections firmly placed or secured to prevent displacement?

At the delivery end of the rollers or chutes, are provisions made to brake the movement of the handled materials?

Are pallets usually inspected before being loaded or moved?

Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks?

Are securing chains, ropes, chockers or slings adequate for the job to be performed?

When hoisting material or equipment, are provisions made to assure no one will be passing under the suspended loads?

Are material safety data sheets available to employees handling hazardous substances?

TRANSPORTING EMPLOYEES AND MATERIALS

Do employees who operate vehicles on public thoroughfares have valid operator's licenses?

When seven or more employees are regularly transported in a van, bus or truck, is the operator's license appropriate for the class of vehicle being driven?

Is each van, bus or truck used regularly to transport employees -equipped with an adequate number of seats?

When employees are transported by truck, are provisions provided to prevent their failing from the vehicle?

Are vehicles used to transport employees equipped with lamps, brakes, horns, mirrors, windshields and turn signals and are they in good repair?

Are transport vehicles provided with handrails, steps, stirrups or similar devices, so placed and arranged that employees can safely mount or dismount?

Are employee transport vehicles equipped at all times with at least two reflective type flares?

Is a full charged fire extinguisher, in good condition, with at least 4 B:C rating maintained in each employee transport vehicle?

When cutting tools or tools with sharp edges are carried in passenger compartments of employee transport vehicles, are they placed in closed boxes or containers which are secured in place?

Are employees prohibited from riding on top of any load which can shirk topple, or otherwise become unstable?

CONTROL OF HARMFUL SUBSTANCES BY VENTILATION

Is the volume and velocity of air in each exhaust system sufficient to gather the dusts, fumes, mists, vapors or gases to be controlled, and to convey them to a suitable point of disposal?

Are exhaust inlets, ducts and plenums designed, constructed, and supported to prevent collapse or failure of any part of the system?

Are clean-out ports or doors provided at intervals not to exceed 12 feet (3.6576 meters) in all horizontal runs of exhaust ducts?

Where two or more different type of operations are being controlled through the same exhaust system, will the combination of substances being controlled, constitute a fire, explosion or chemical reaction hazard in the duct?

Is adequate makeup air provided to areas where exhaust systems are operating?

Is the source point for makeup air located so that only clean, fresh air, which is free of contaminates, will enter the work environment?

Where two or more ventilation systems are serving a work area, is their operation such that one will not offset the functions of the other?

SANITIZING EQUIPMENT AND CLOTHING

Is personal protective clothing or equipment that employees are required to wear or use, of a type capable of being cleaned easily and. disinfected?

Are employees prohibited from interchanging personal protective clothing or equipment, unless it has been property cleaned?

Are machines and equipment, which process, handle or apply materials that could be injurious to employees, cleaned and/or decontaminated before being overhauled or placed in storage?

Are employees prohibited from smoking or eating in any area where contaminates that could be injurious if ingested are present?

When employees are required to change from street clothing into protective clothing, is a clean change room with separate storage facility for street and protective clothing provided?

Are employees required to shower and wash their hair as soon as possible after a known contact has occurred with a carcinogen?

When equipment, materials, or other items are taken into or removed from a carcinogen regulated area, is it done in a manner that will contaminate non-regulated areas or the external environment?

TIRE INFLATION

Where tires are mounted and/or inflated on drop center wheels, is a safe practice procedure posted and enforced?

Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings, is a safe practice procedure posted and enforced?

Does each tire inflation hose have a clip-on chuck with at least 24 inches (6.9 centimeters) of hose between the chuck and an in-line hand valve and gauge?

Does the tire inflation control valve automatically shutoff the air flow when the valve is released?

Is a tire restraining device such as a cage, rack or other effective means used while inflating tires mounted on split rims, or rims using retainer rings?

Are employees strictly forbidden from taking position directly over or in front of a tire while it's being inflated?